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ESC DI FIELD OFFICE M ALICE SPRINGS NT AS//TO//
513ACCW RAF MILDENHALL, UK// LGTT//
COMNAVSUPSYCOM MECHANICSBURG PA/053//
HQDA WASHINGTON DC//DALO-FPT//
HQUSAF WASHINGTON DC//ILTT//
CDR599THTRANSGPTML WHEELER AAF HI//
DIRMTMC598THTRANSGP VAIHINGEN GE//

INFO USA CLAIMS MEADE (US)//
NAVY JAG WASHINGTON DC (UC)//
GSA FAA CENTRAL OFFICE ARLINGTON VA//
JACC (US)//
CMC WASHINGTON DC (US)//
DFAS NORFOLK VA (US)//
DFAS INDIANAPOLIS IN (US)

UNCLAS
PASS TO ALL PERSONAL PROPERTY SHIPPING OFFICES WORLDWIDE

SUBJECT: CARRIER UNAUTHORIZED USE OF COMPANY FORMS (BINGO CARDS)

1. IT HAS COME TO OUR ATTENTION THAT SOME CARRIERS/AGENTS ARE USING THEIR OWN INTERNAL FORMS FOR IDENTIFYING DAMAGES NOTED AT TIME OF DELIVERY. THESE FORMS, WHICH ARE IDENTIFIED AS "CUSTOMER CHECK-OFF SHEET", ARE MORE COMMONLY KNOWN AS "BINGO CARDS". CARRIERS/AGENTS HAVE EVEN DRAWN A LINE THROUGH THE DAMAGES NOTED ON THE DD FORM 1840 BY THE MEMBER AND WRITTEN IN THE WORDS "PENDING FURTHER INVESTIGATION".

2. THIS MESSAGE IS TO ADVISE ITOS THAT THE ONLY FORMS AUTHORIZED TO ANNOTATE DAMAGES AT TIME OF DELIVERY ARE THE "JOINT STATEMENT OF LOSS AND DAMAGE (DD FORM 1840)" AND "NOTICE OF LOSS OR DAMAGE (DD FORMS 1840R)". IN THE DEFENSE TRANSPORTATION REGULATION, PART IV, DD

FORMS 1840/1840R ARE LOCATED IN APPENDIX G, PART III-GENERAL REQUIREMENT, PAGES IV-G1-9, AND IV-G1-10.

3. CARRIERS/AGENTS MAY USE BINGO CARDS/CHECKOFF SHEETS AS INTERNAL COMPANY DOCUMENTS. HOWEVER, BINGO CARDS/CHECKOFF SHEETS ARE NOT TO BE SIGNED BY SERVICE MEMBER'S/EMPLOYEES AND ARE NOT TO BE USED BY CARRIERS/AGENTS TO RECORD LOSS/DAMAGES. ANY LOSS/DAMAGE INFORMATION RECORDED ON CARRIER DOCUMENTS MUST BE TRANSFERRED TO DOD OFFICIALLY APPROVED FORMS I.E., DD FORMS 1840/1840R.

4. COUNSELORS ARE REQUESTED TO ADVISE SERVICE MEMBER'S/EMPLOYEES THAT THEY ARE NOT TO SIGN BINGO CARDS/CHECKOFF SHEETS. DD FORM 1840/1840R ARE THE "ONLY" AUTHORIZED FORMS TO BE USED AND SIGNED TO OFFICIALLY DOCUMENT LOSS/DAMAGE.

5. CARRIERS NOT COMPLYING WITH THESE PROCEDURES ARE CONSIDERED IN VIOLATION OF THE TENDER OF SERVICE AND ITO'S WILL ISSUE A LETTER OF WARNING SHOULD A CARRIER PRESIST IN NONCOMPLIANCE WITH THESE PROCEDURES. ITO'S WILL PURSUE CORRECTIVE ACTIONS IN ACCORDANCE WITH THE DTR, PART IV, APPENDIX B, QUALITY ASSURANCE PROCEDURES.

6. THIS MESSAGE WILL BE POSTED ON SDDC WEB PAGE AT WWW.SDDC.ARMY.MIL.

7. FOR QUESTIONS CONTACT SDDC CARRIER PERFORMANCE TEAM AT PPERF@SDDC.ARMY.MIL

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